

Leeds City Council

Job Description

CORE VALUES, AMBITIONS AND GOALS

As a Council our Ambition is to be the best City Council in the UK

Our behaviours will be influenced by our values of;

- Working as a Team for Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

Children & Families Directorate

Our Vision

We want Leeds to be a Child Friendly City and are committed to ensuring that children and young people;

- are safe from harm
- do well at school and are ready for work
- choose healthy lifestyles
- have fun growing up, and
- are active citizens who feel they have voice and influence

Our goals

We believe that every Children's Services employee can make a contribution to make our vision a reality and we encouraged everyone to work as part of the directorate team to shape children and family centred local services based on our priorities of ;

- helping young people to live in safe and supportive families
- ensuring that we protect the most vulnerable
- encouraging activity and healthy eating
- improving support where there are additional health needs
- promoting sexual health
- readiness for school
- improving behaviour, attendance and achievement
- reducing the numbers of young people who are not in employment, education or training
- providing opportunities for play, leisure, culture and sporting opportunities
- reducing youth crime and anti-social behaviour
- increasing participation, voice and influence

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity and want a workforce that reflects the population of Leeds.

Directorate	Children & Families
Service Area	Learning Inclusion (SENSAP)
Job Title	SEN Data and Systems Officer
Grade	SO1
Conditions Of service	NJC
Responsible To	Statutory Assessment and Provision Lead
Responsible For	None

Job Purpose: As a SEN Data and Systems Officer, you will support the fulfilment of the Local Authority's responsibilities in relation to Education, Health and Care (EHC) assessments, plans and reviews.

Key responsibilities including maintaining accurate data systems in accordance with local policy, and in liaison with key partners across the council. You will oversee and maintain finance protocols within the team to ensure compliance with relevant due diligence and in keeping with local policy. You will be a keen advocate for spending money wisely, and ensuring that colleagues and partners are aware of their roles and responsibilities in relation to the areas of your work

Special Conditions this post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Responsibilities:

Responsibility for the service response around FOIs and SAR requests, coordinating with relevant officers where required.

Monitoring of complex and multifaceted financial information relating to children in vulnerable circumstances

Liaison with key stakeholders in relation to the provision of key information and data on specific individuals and cohorts of children and young people.

Work in conjunction with Senior Managers to develop new policies and methods of working in response to changes in legislation and best practice. Comply with Standing Orders, Financial Regulations and Quality Assurance procedures.

Shared responsibility for the coordination of data and information for key national statutory returns.

Day to day responsibility for ensuring timely delivery of the service and relevant budgets.

Analyse and collate data for the provision of accurate management information and production of reports.

Identify problems and areas for improvement and offer solutions.

Actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.

A commitment to personal development and to keep informed of legislative policy changes.

Work flexibly and move within service areas – working at different locations depending on service demand
Willing to abide by the Council's Equal Opportunities and Health and Safety Policies.

The Council has adopted a flexibility protocol and this role will be expected to work within these parameters.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications

The post holder should have a relevant Level 4 equivalent professional qualification, or a proven track record in a similar post.

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Well-developed interpersonal and communication skills with a wide range of people including face-to-face, telephone and written communication skills – including the processes for dealing with and sharing confidential and complex information.

Working with high levels of accuracy with a good attention to detail.

Ability to work as part of a team and contribute to its development with suggestions for new ways of working.

Able to work on your own, manage your own workload and use your initiative to adhere to time scales and deadlines.

Able to work flexibly across different work locations and areas as appropriate.

Knowledge Required

Knowledge and experience of adhering to procedures and legislation relating to confidential information and financial regulations.

Experience Required

Experience of using IT applications and systems to produce, record and evaluate information.

Experience and understanding of the importance of providing excellent customer services and experience of dealing positively with challenging situations.

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe Leeds City Council Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

Understand and embrace our values, behaviours and codes of conduct.

DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Knowledge Required

Knowledge of the legislation applying to SEND.

Knowledge and understanding of the Leeds SEND systems, processes and protocols.

Experience Required

Relevant experience in a similar post.

Relevant experience in an educational establishment (school, alternative provision, training provider, etc.)

Relevant experience in non-educational settings or through qualifications.

Job Description Content Prepared / Reviewed by:

Name Ben Allchin
Date June 2022

Designation Statutory Assessment & Provision Lead

Confirmation of Job Evaluation Undertaken

JE Ref ADM01 File Ref 222044